

Request for Proposals: **Idaho Energy Code Trainer and Technical Assistance Support**

The Association of Idaho Cities (AIC) is soliciting proposals for an Idaho State Energy Code Residential and Commercial Provisions Trainer and Technical Assistance Provider.

Work will occur from October 1, 2022 through January 31, 2023, with the possibility of up to two, one-year extensions.

Proposals due electronically no later than **5pm, September 30, 2022**. (Mountain Time)

Send all communications related to this RFP to the RFP Point-of-Contact:
Rob McQuade at rmcquade@idahocities.org.

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1 Introduction

About the Association of Idaho Cities

The Association of Idaho Cities (AIC) was formed in 1947 and is a nonpartisan, nonprofit corporation that serves Idaho's 199 cities. AIC advocates on behalf of cities, and provides education, training, and assistance to strengthen the ability of city elected officials and staff to serve their communities.

<https://idahocities.org/>

2 Background

AIC currently facilitates the Idaho Energy Code Collaborative, funded by the Northwest Energy Efficiency Alliance. As part of this effort, education, training, and technical support on the Idaho Energy Code is provided to builders, code officials, and other market actors throughout the state.

3 Objectives

Work awarded through this RFP will support residential and commercial energy code implementation and future code readiness and adoption in Idaho. Work will aid builders, contractors, code officials, inspectors, architects, local elected officials, and other market actors in effectively implementing codes through providing technical support, education, and training.

The main goals of these activities are to educate and raise awareness of the benefits and importance of energy codes, to bolster energy code compliance throughout the state of Idaho, especially in areas with high rates of new construction, but not excluding rural zones, and to provide market actors with the knowledge and skill set to build energy-efficient and code compliant buildings.

4 Related Resources

This section provides a list of resources and background information that are related to and inform the work within this RFP.

- Idaho Energy Code Training Online Learning Management System:
<https://idaho.codestraining.com/learn/signin>
- Idaho Energy Code Website:
<https://www.idahoenergycode.com/>
- Idaho Building Code Amendments:
<https://adminrules.idaho.gov/rules/current/24/243930.pdf>

5 Approach and Methodology

The selected contractor will provide technical assistance by establishing, managing, and responding to email and phone inquiries from a broad group of Idaho building stakeholders, providing individual outreach to jurisdictions (known as the Circuit Rider

function), and developing and refining training tools and resources. The selected contractor will be charged with providing training, education, and stakeholder engagement to building code officials, inspectors, builders, contractors, trades, architects, local elected officials, real estate agents and other market actors. In the absence of this role, the energy code information available to building code market actors would be severely reduced.

The selected contractor will also be required to coordinate with existing entities around the state including state and local agencies, utilities, and members of the Energy Code Collaborative to ensure continued support of the energy code.

Summary of the work:

1. Residential and Commercial Energy Code Technical Assistance:
 - a. Manage and respond to email and phone inquiries from market actors.
 - b. Perform Circuit Rider function (outreach and assistance to jurisdictions and stakeholders).
 - c. Technical Resource Development.
2. Training, Education and Stakeholder Engagement:
 - a. Develop educational resources and deliver trainings on the most current version of the Idaho energy code to key market actors.
 - b. Stakeholder engagement including participation in the Idaho Energy Code Collaborative and partnering with members of the Collaborative, including local utilities, on training and educational events, studies or additional outreach as deemed necessary by the Collaborative.

6 Contractor Qualifications

AIC encourages proposals from anyone with relevant experience and from experienced contractors with a track record of working together to meet or exceed the goals of assigned programs and/or projects. The winning bidder needs to demonstrate a thorough understanding of Idaho State Energy Codes and the capacity to execute items outlined in the appropriate sections of this RFP.

The following qualifications are preferred:

- Knowledge of:
 - The 2018 International Energy Conservation Code (IECC) and Idaho Amendments
 - Residential construction best practices, new technologies, and whole home efficiency best practices
 - Commercial construction best practices, new technologies, and whole building efficiency best practices
 - The Idaho building code development process
 - Idaho Zero-Based Regulation legislative requirements
- Strong technical training expertise in residential and commercial new construction topics, including offering training in-person and online, and experience developing training content on emerging technologies and advanced building strategies.

- Experience providing technical support to builders, code officials, and other market actors on residential and commercial building energy codes.
- Understanding of Idaho utility new construction programs and voluntary certification programs.
- Experience working with residential and commercial contractors, subcontractors, trades, architects, engineers, code officials, and inspectors.
- Strong relationships or former experience working with state and local agencies on the support of energy code adoption and implementation.
- AIC strongly prefers that the selected contractor have an established physical presence in Idaho.

7 Scope of Work

The selected contractor will support the Idaho Energy Code through technical assistance, training, and code interpretation. AIC requests that bidders structure their proposal to balance program management efficiency and subject matter expertise.

1. Idaho State Energy Code Residential and Commercial Provisions Technical Assistance

- Provide ongoing support to the construction industry, code officials, homeowners, and others who have code related questions by answering direct questions via phone and email inquiries.
- Review and update existing energy code technical support documents, compliance materials, and tools for the latest energy code including worksheets, code compliance forms, checklists, factsheets, and frequently asked questions. Ensure that these resources are made available to the public and industry stakeholders via the Idaho Energy Code website.
- Assist local jurisdictions, permitting departments, building officials, and design and construction professionals by providing energy code assistance (known as the Circuit Rider) through:
 - Education, training, and technical assistance for Idaho code jurisdictions and other industry professionals, and
 - Assistance with code interpretations, installations, and enforcement techniques.
- Review and summarize trends found in the inquiries coming through the email and phone hotline which will be utilized to improve education and training efforts.
- Coordinate and participate in various internal and external meetings, including with AIC program team, the Idaho Energy Code Collaborative, and the NEEA program manager at minimum on a quarterly basis and as needed.

2. Idaho State Energy Code Residential and Commercial Provisions Training and Stakeholder Engagement

- Update existing and develop new (as needed) training content and educational resources that explain the latest Idaho energy code

requirements and specific building code components such as mechanical system design, duct testing, and air leakage testing. All training content developed under the awarded contract will belong to NEEA and be made available to the public through the Idaho Energy Code website.

- b. Deliver residential and commercial energy code trainings throughout the year and throughout the state, prioritizing locations based on building permit activity. Bidders should assume there will be, on average, a minimum of one (1) training per month on an annual basis. Trainings will be delivered in a combination of in-person, online webinars and on-demand trainings.
 - Collaborate with the following organizations such as the Idaho Association of Building Officials (IDABO), Association of Idaho Cities (AIC), American Institute of Architects (AIA), trade associations, and others to offer and provide more individualized trainings on the Idaho energy code. Bidders should assume a minimum of one training per year for each organization.
- c. Training material should be updated based on quarterly surveys and email and hotline trends to improve and increase the impact of training sessions.
- d. Engage and coordinate with other state organizations and utilities such as IDABO, AIC, Idaho Power, and Avista to identify opportunities related to education events, studies or additional outreach and provide recommendations to NEEA and the Collaborative.

7.1 Deliverables

Deliverables for Technical Assistance include, but are not limited to the following:

1. Monthly summaries of technical support activities provided.
2. Quarterly reports identifying trends and popular topics of inquiry as received via email and phone hotline.
3. Updated code support documents as needed.

Deliverables for Training and Stakeholder Engagement include, but are not limited to the following:

1. Annual training plan identifying dates, topics, target audiences and delivery mode of residential and commercial energy code trainings.
2. All developed and updated education and training resources, presentations and materials delivered to AIC and NEEA and made publicly available on the Idaho Energy Code website.
3. Quarterly training reports summarizing training dates, topic, duration, and number of attendees.
4. Quarterly presentation of training summary to the Energy Code Collaborative.

7.2 Timeline

AIC anticipates work beginning on or near October 1, 2022 and continuing through the end of January 2023, with the possibility of up to two, one-year extensions at NEEA and AIC's discretion.

7.3 Budget

Proposals should be provided on a time and materials basis. Bidders should provide a competitive budget estimate that is sufficient to cover their proposed work. The maximum budget for the entire scope of this project through January 2023 is \$30,000.

8 Proposal Submission

Bidder shall submit (1) electronic copy of the proposal by the end of business day listed in the RFP schedule below.

8.1 RFP Schedule

09/30/2022 Proposals due by
10/10/2022 Anticipated award date

8.2 RFP Point of Contact

All correspondence, included but not limited to, questions and submissions shall be directed to:

Rob McQuade
General Counsel
E-mail: rmcquade@idahocities.org

8.3 Proposal Format

1. **Executive Summary** – Include the key strategies and approach to completion of the scope of the work; proposed costs; and the reasons NEEA should select your team
2. **Approach to Project (Tasks and Deliverables)** – Provide a detailed description of the specific methodologies and approach to be undertaken to complete the scope. Be sure to include project management activities in proposed implementation strategy as well. Identify all major phases and milestones for the project and the associated deliverables.
3. **Project Timeline & Cost Estimate** – Provide the proposed timeline for all major phases and milestones of the project broken out by proposed task and associated deliverables. Include the cost estimate for each task. A breakout of any direct costs and an hourly rate sheet for the project period should be included in the Proposal Appendix section.

8.3.1 Proposal Appendix Items (Please limit to no more than 5 pages)

- Hourly Rate Sheet – Provide the hourly rate and estimated number of hours for each project team member, by task.
- Brief description of company/individual background & qualifications

- Project Team & Bios – Include information about program team members and team structure, past team efforts on similar work, years of experience and other relevant qualifications.
- Examples of past work or related projects.

9 Selection & Preferred Insurance

9.1 Scoring

Bidding firms will be rated among others in terms of the overall responsiveness to the RFP – how well all RFP requests have been addressed including, but not limited to:

1. Responsiveness to the RFP and demonstrated understanding of the issues surrounding the project.
2. The experience and qualifications of the individuals specifically proposed to execute and manage the project.
3. The experience of the organization or individual making the proposal.
4. The capability to execute the plan, including past experience and aptitude for collaboration.
5. Overall value for expenditure.

Proposals may be evaluated by the AIC Project Manager and other AIC and NEEA staff that we believe have the perspective needed to make this important decision. AIC is under no obligation to provide work to any vendors responding to this solicitation, nor is there any obligation or intent implied to reimburse any party for the cost of preparing a proposal in response to this RFP.

9.2 Preferred Insurance

Firms interested in working with NEEA should be aware of the following insurance requirements for all NEEA vendors.

Vendors must maintain adequate and reasonable insurance covering their performance under any offered contract, including, but not limited to Commercial General Liability insurance of at least \$1,000,000/occurrence, Business Automobile Liability insurance, and any workers' compensation and unemployment insurance required by law. Professional Liability and Cyber Liability insurance may also be required. NEEA may request a copy of such insurance policies prior to awarding work.

See sample terms and conditions for additional information about minimum insurance requirements: <https://neea.org/img/documents/sample-neea-contract-terms-and-conditions.pdf>.